NNSA RECRUITMENT AND RELOCATION BONUSES ATTACHMENT 1 AND RETENTION ALLOWANCES PROGRAM

Recruitment/Relocation Bonus or **Retention Allowance Request Form**

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Action Requested:	Recruitment Bo Retention Allo		val
Name of Eligible Emplo	oyee:		
Position Title/Series/Gr	ade:		
Position Location:			
Justification Attached:	Yes No	Service Agreement Attached: Yes N	lo N/A
Requesting Official's N	ame and Title:		
	5	Signature	Date
Budget Official:	Funds Are OR	Are not available.	
	-	Signature	Date
HR Consultant:	Complies OR	Does not comply with all applicable regulations, p	oolicies, etc.
	5	Signature	Date
HR Branch Chief: (if applicable)	Complies OR	Does not comply with all applicable regulations, p	policies, etc.
	-	Signature	Date
HR Department Head: (Or HQ equivalent)	Complies OR	Does not comply with all applicable regulations, p	policies, etc.
	-	Signature	Date
Approving Official:	Approve	Disapprove	
	- •	Signature	Date